Best Practices for Ballot Now

Printing Ballots

- *Before printing* ballots, clean equipment and print properly (see service bulletin)
- *Before printing* ballots, check that default printer settings in Windows match default printer settings in Ballot Now.
- *When printing ballots*, wait for the progress bars in the print window to completely finish before selecting new groups of precincts to print.
- *After printing* some sample/test ballots and before mailing out, scan them through scanner to confirm printing and scanner operation; pull ballots from the middle and end of the stack; make sure bar codes are dark; replace print cartridges if necessary.

Scanning Ballots

- Before scanning ballots, always ensure that the scanner is powered on *first*, i.e. so that the Ballot Now computer detects the scanner when the computer is powered on.
- *When scanning ballots*, always make sure that the BNIP is open and properly connected. If not, it may be necessary to delete and re-scan batches.
- *When scanning ballots,* make sure BNIP is done processing before saving the batch or trying to go to the "resolve" window; pink ballots in the resolve window indicate ballots not completely processed

Resolving Ballots

- *Before resolution*, check the "Resolve Status" report to make sure that no ballots appear as "not processed." (Sometimes BNIP counts down to zero even when there is a problem.)

Writing Cast Vote Records to MBB

- Note that once a Ballot Now MBB with CVRs has been read into Tally, it cannot be updated with more CVRs in Ballot Now and read into the same Tally database again!